



## Quality Committee Meeting Minutes: 16<sup>th</sup> January, 2018

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Present: Paula Murray (Chair), Anne Ryan, Siobhán Harkin (Secretary), Jeneen Naji, Niamh Halpenny

Apologies: Marie Griffin, Killian Brennan, Stephen Buckley, Colin Graham

### **1. Minutes of last meeting**

The minutes of the meeting of 1<sup>st</sup> December 2017 were adopted.

### **2. Matters Arising**

There were no matters arising.

### **3. Correspondence**

The Committee reviewed the draft of the proposed letter to Dr Alison Hood, Dean of Teaching and Learning noting the Committee's concerns regarding SELE and supporting the Dean in seeking to put in place an alternative approach. The draft letter was accepted with minor corrections.

The Director of Strategic Planning and Quality will amend the letter for signature by the Chairperson.

### **4. 3<sup>rd</sup> cycle of quality reviews in 2017-18: Internal Reviewer selection**

The Director of Strategic Planning and Quality introduced a draft short-list of internal reviewers to the Committee for approval.

Following discussion about the compilation process for the list of internal reviewers and the importance of building a pool of volunteer staff who are keen and interested in the quality review process, the Committee noted that the current MU policy guideline does not specifically refer to administrative staff involvement in reviewer panels and it was noted that administrative staff involvement has been very beneficial to certain reviews. The Committee also noted the importance of the National Student Engagement Programme in the context of student representation in reviewer panels, an aspect that the university might consider into the future.

The Committee approved the short-list.

## **5. Development of a Linked Provider and Collaborative Provision Policy**

The Director of Strategic Planning and Quality introduced the draft Terms of Reference (ToR) for the Sub-Committee on Collaborative Provision.

The Committee noted the value of establishing the Sub-Committee and that it will build on significant collaborative provision experience on the campus.

The Committee noted establishing membership of the Sub-Committee through recommendations from faculty structures, Heads of Department and the Registrar as the next action. The Committee also noted the importance of activating the Sub-Committee in the next six months' timeframe.

As action items, the Committee agreed on the task of mapping the membership for the Sub-Committee and the organization of a subsequent workshop.

## **6. Development of a Framework for the programmatic review of 'omnibus' degrees**

The Director of Strategic Planning and Quality introduced the draft Terms of Reference (ToR) for the Working Group tasked with developing a framework for programmatic review of omnibus programmes.

The Committee noted the importance of incorporating quality assurance for part-time provisions into the proposed framework. The Committee agreed to add this as a specific task to the ToR of the Working Group.

Discussing membership for the Working Group, the Committee proposed circulating an invitation to all academic departments and central services, looking for expressions of interest. The Committee noted that the invitation should also be open to lecturers.

The Committee agreed to add a specific task of producing a guidebook for programmatic quality reviews to the ToR of the Working Group. The Committee also agreed that the Students Union would nominate student representatives for the Working Group and that a member of the Committee would act as Chair of the Working Group.

## **7. A.O.B.**

Updating the Committee on the National Student Engagement Programme, the SU VP for Education informed the Committee about a forthcoming workshop held on campus in February.

The Director of Strategic Planning and Quality informed the Committee of the appointment of a Quality Officer with a specific enhancement brief.

The next meeting of the Committee is proposed for mid-late February 2018.